

DRAFT

CAPITAL IMPROVEMENTS PROGRAM
CITIZENS ADVISORY COMMITTEE
MEETING MINUTES
May 6, 2003

The Capital Improvements Program Citizens Advisory Committee convened at 4:00 p.m. on May 6, 2003 at 223 W. Shirley Avenue in the Training Trailer of the General Services complex in Warrenton, Virginia.

The following Committee Members (*), staff (**) and individuals were present:

Paul Blackmer*	Citizen, Lee District
Randy Benevento**	Executive Assistant, Fauquier County Budget Office
Janice Bourne**	Director, Fauquier County Finance Department
Betty Brooks**	Budget Analyst, Fauquier County Budget Office
David deGive*	Citizen, Financial Expertise
Bill Downey	Fauquier County School Board
Butch Farley**	Director, Fauquier County General Services
Ray Graham*	Member, Fauquier County Board of Supervisors
Rick Klinc**	Director, Fauquier County Information Technology
Bronwyn Lambelet*	Chair, Fauquier County School Board
Dr. David Martin	Superintendent, Fauquier County Schools
Robert McElhinney*	Citizen, Construction Expertise
Erich Meding*	Citizen, Technology Expertise
Richard Robison*	Chair, Planning Commission
John D. Smith*	Citizen, Center District
Dr. Kitty P. Smith*	Citizen, Marshall District
Bryan Tippie**	Director, Fauquier County Budget Office
Christine Weir*	Citizen, Scott District
Mark Cornwell	Assistant Superintendent, Fauquier County Schools
Maria Del Rosso	Director, Fauquier County Public Library
Don Schenck	Parks Planner, Fauquier County Parks & Recreation
Barbara Severin	Chair, Fauquier County Library Board of Trustees
Jim Van Luven	Candidate for Supervisor, Lee District
Randy Wheeler	Deputy County Administrator, Fauquier County

Unable to attend:

Rick Carr**	Director, Fauquier County Community Development
G. Robert Lee**	County Administrator, Fauquier County
Bill Peters*	Citizen, Cedar Run District

- ♦ CIP Chairman, Mr. Paul Blackmer called the meeting to order at 4:05 p.m. and welcomed those in attendance.

Agenda Approval

- ◆ Mr. Blackmer called for additions or changes to the agenda. Mr. Robert McElhinney motioned that the agenda be approved as presented; Mr. Ray Graham seconded; and the motion carried.

Introduction of CIP Committee Members and Staff

- ◆ Mr. Blackmer commented that the committee consisted of veteran committee members who were serving their fourth year of a four year appointment to the CIP Committee.
- ◆ Based on request of committee members, the committee member information sheet will be changed to include telephone numbers for all sub-committee staff.

Discussion of Meeting Dates and Times

- ◆ Mr. Blackmer identified schedule changes to the CIP process:
 - June 10th meeting will be changed to June 17th (Due to the June 10th Primary Election)
 - July 8th meeting will be changed to July 15th (Due to a schedule conflict)
 - September 9th meeting will remain as scheduled.
 - All meetings will remain scheduled for 4:00 p.m. – 5:30 p.m. at the Transportation Training Trailer

Discussion of Committee Process for FY 2005 – FY 2009

- ◆ Mr. Blackmer indicated the process would be the same as last year. The Major System Replacement Sub-Committee would report their recommendations at the June meeting and the Technology and Construction Sub-Committees will present their recommendations on July 15th.
- ◆ Mr. Blackmer stated his intent to have the Committee evaluate and vote on the Major Systems Sub-Committee recommendations on July 15th and the Technology and Construction Sub-Committee's recommendations on September 9th.
- ◆ Dr. Kitty Smith inquired why the Utility Fund was not included in the CIP process. After a brief discussion on the issue Mr. Tippie indicated he would brief Dr. Smith on the currently funded projects in the Utility Fund. He further stated that the only known Utility Fund issue outstanding was the Catlett/Calverton Sewer Project which is included in the CIP.
- ◆ Mr. Blackmer pointed out that the School Board had provided the Committee a letter stating the School's requests for FY 2005 – FY 2009 were draft and that further review would be required by the School Board before they would be finalized. On request by Mr. Blackmer if a school representative would like to further clarify the issue Mr. Downey, School Board member responded. He provided an explanation concerning the many factors affecting the School Boards consideration of CIP issues including the impact of the Secondary School Review Committee and the limited time the School Board had to review CIP issues. Mr. Downey further stated that the School submission will change. On inquiry by a CIP Committee member on when their submission would be finalized, Mr. Downey indicated August would be the most probable time frame. During additional discussion, Mr. Downey questioned the need for the currently scheduled timelines for providing recommendations to the Board of Supervisors. Mr. Blackmer and Mr. Richard Robison, Chairman of the Planning Commission, explained the rationale behind the CIP schedule including the Planning

Commission's request of at least two months for review and the County Administrator's need for the Planning Commission recommendations by late December or early January so that he can review the CIP before including his recommendations in the County Administrator's Proposed Budget which is made public February each year.

- ◆ To ensure all submitters in the future receive as much advance notice as possible on timelines, Mr. Blackmer stated that next week the County Budget Office would be providing the CIP due dates for the next five years.
- ◆ Broni Lambelet, School Board Chair, requested that the Construction subcommittee be provided information on the School Board work sessions regarding construction issues. Staff indicated that they would comply with this request.

Review of Board of Supervisors' Approved FY 2004 CIP and Its Effect on FY 2005 – FY 2009 CIP

- ◆ Mr. Tippie briefed on the results of the Board of Supervisors adopted FY 2004 CIP funding and outlined how these items impacted the FY 2005 - FY 2009 CIP.
- ◆ Mr. Tippie also provided explanations on other documents provided committee members including a proffer report and CIP historical expenditure report.

Review of CIP Financial Guidelines for FY 2005 – 2009

- ◆ Mr. Tippie outlined the estimated funding goals for the FY 2005 – 2009 planning period.
- ◆ Mr. Blackmer pointed out that funding levels were a guide and funding the process is for a five year period. Funding could be adjusted within the five years planning period based on the recommendation of the sub-committees.

Distribution of Submission Packets

- ◆ Capital Improvement Program request packets for FY 2005 – 2009 were provided all committee members and staff.
- ◆ There were several new submitters: Lord Fairfax Community College, SPCA and the Virginia Cooperative Extension. Fire and Rescue, though not received, had indicated they would have a submission. It was also stated that Parks and Recreation submission would be received early next week and provided to the CIP Committee as soon as possible.
- ◆ Mr. Tippie pointed out that all new requests for the currently adopted CIP time frame, FY 2004 – FY 2008, were shown in the back of the CIP packet and totaled over \$12.8 million.

Closing Remarks -

- ◆ Paul Blackmer – Requested any citizen comments. There being none, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Betty Brooks
Senior Budget Analyst, Budget Office